

94AWI11-202

BY ORDER OF THE COMMANDER 94TH AIRLIFT WING

94TH AIRLIFT WING INSTRUCTION 11-202

25 September 2001

Flying Operations

OPERATIONS SUPERVISION

OPR: 700 AS (Maj Kenneth J. Denman, Jr.)

Certified by: 94 OG/CC (Col James N. Stewart)

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The governing directives are AFI 11-418, *Operations Supervision*, AETC Supplement 1 to AFI 11-418, *Operations Supervision*, and AFRCI 11-202, *Supervisor of Flying Program*. This publication implements AFD 11-2, *Aircraft Rules and Procedures*. IAW AFI 11-418, 1 July 2000, a SOF (Supervisor of Flying) is not required for tactical airlift operations. This instruction delineates the minimum essential elements required in the 94 AW Operations Supervision program to ensure positive supervision and control of the unit's flying activities. The 94 OG/CC and the 700 AS/DO are responsible for the implementation of this instruction.

SUMMARY OF REVISIONS

There are significant changes throughout the publication, review instruction in entirety. A (I) indicates revisions from the previous edition.

1. REQUIREMENTS. This instruction does not relieve other agencies of their responsibility for providing safe and effective aircraft control, it establishes requirements for insuring qualified Operations Supervision (Ops Sup) personnel are available to monitor 700th Airlift Squadron flying activities. The 94th OG will designate the responsibilities of Operations Supervision (Ops Sup) candidates as governed by AFI 11-418, in order to perform Launch Control Officer (LCO) duties. The LCO will advise, assist, recommend and direct as necessary, the actions required to enhance safe flying operations. This instruction applies to all individuals designated as Launch Control Officer.

2. OVERALL RESPONSIBILITIES. The LCO is the OG/CC's designated representative and is a part of the OG chain of command. The LCO is responsible for the safe and efficient conduct of flying operations. During local flying operations, a qualified, rated officer will be designated as LCO and exercise such supervision over flying operations as delegated by the OG/CC. The LCO is responsible for keeping the OG/CC informed of any abnormal operations (i.e. aircraft emergencies, mission deviations, etc.).

3. SPECIFIC RESPONSIBILITIES.

3.1 Operations Group Commander. The 94 OG/CC is responsible for the implementation of this program.

3.1.1. The OG/CC has appointed the 700 AS/DO as the Operations Supervision program monitor. The 700 AS/DO will appoint an Operations Supervision Program Manager in writing.

3.1.2. Prior to placing an LCO candidate in training, the 700 AS/CC will indicate his approval in writing, on the training record. At the conclusion of the candidate's training, the OG/CC will brief the

candidate on LCO responsibilities and appoint them as qualified LCO's. Candidates will not perform LCO duties without supervision until final approval is received.

3.1.3. The 94 OG/CC will recertify LCO's annually with a Certification Letter, which will be filed in the LCO Read File.

3.2. The Operations Supervision Program. The 700 AS/DO is responsible for the execution of the LCO program, maintenance of facilities, and equipment. The program monitor will develop a training program for individuals selected to become an LCO. The monitor will maintain the LCO Read Files, which will be used for LCO continuation training items.

3.3. The Launch Control Officer (LCO). The LCO is responsible for safe and efficient flying operations. The LCO ensures all crewmembers are present, current, and fit for duty. The LCO will brief all crewmembers at show time on the particulars of the flight, and will monitor all activities to ensure on time departures. The LCO will annotate any items having a direct impact on flight operations in the LCO log, to include equipment failure and facility maintenance. All discrepancies affecting flight operations will be reported to the 700 AS/DO ASAP.

4. DUTY LOCATION. The primary duty location is the 700 AS operations duty desk. Alternate locations are the 94 AW Command Post or the 700 AS LCO vehicle.

5. EQUIPMENT. The LCO will have the following equipment/resources available for his/her use:

5.1. A dedicated multi-channel UHF radio.

5.2. A dedicated vehicle for aircrew transportation.

5.3. A dedicated telephone line to the 94th Command Post, and a discrete line for LCO operations.

5.4. A lock box with keys for after-hours entry.

6. LCO Library. The LCO will have the following items available in their reference library:

6.1. LCO book 1 - Administrative Information.

6.2. LCO book 2 - Read File, normal operations procedures, and LCO log book.

6.3. LCO book 3 - Abnormal procedures and Quick Reaction Checklist (QRC's).

6.4. Flight Crew Information File and applicable Regulations/Technical Data.

7. DUTY HOURS. The LCO duty period is normally 0700-1530 for day LCO, and 1500-2330 for night LCO. The day LCO is responsible for briefing the night LCO on all developments that would effect the night flying. In any event, the LCO duty period will begin NLT 30 minutes prior to the first crew show for that particular shift, and end when either all crewmembers are out of the building for local flying, or 1 hour after the last cross country departure. The maximum crew duty day is 16 hours. During periods of reduced flying activity, such as weekends and holidays, the requirement for an LCO and the LCO duty period will be at the discretion of the 700 AS/CC, 700 AS/DO, and 94 OG/CC.

8. QUALIFICATIONS. LCO's will be rated officers with proven maturity, judgment and supervisory ability. All LCO's will maintain mission ready status in the 700 AS. Qualified personnel who are DNIF may perform LCO duties.

8.1. Duty NCO. During normal duty hours, 0630-1630, the squadron may elect to provide a "Duty NCO" in lieu of an LCO. Individuals selected for Duty NCO will be Flight Engineers of proven maturity and judgment. Duty NCO's will complete training prior to assuming "Duty NCO" responsibilities. Duty NCO's manning the LCO duty station will not have LCO authority, but will relay pertinent information as required to an appropriate authority. **NOTE:** Duty NCO's will only be scheduled during normal duty hours, and by "exception" only.

8.2. The approval authority to appoint a Duty NCO in lieu of an LCO rests with the SQ/CC, SQ/DO or SQ/ADO. Additionally, Duty NCO's may only be scheduled when the 700 AS/CC, 700 AS/DO, 700 AS/ADO, 94 OG/CC, or 94 OG/CD are available.

9. INITIAL TRAINING FOR LCO DUTIES. The formal lesson plan for LCO training is located in LCO book 1. Completed training records will be filed in LCO book 1 until the next Certification Letter is published.

9.1. Continuation Training. All LCO's will review the LCO Read File and any Special Interest Items (SII) prior to assuming LCO duties. The LCO, as appropriate will:

9.1.1. Become familiar with all missions scheduled, or in progress, during the tour of duty before assuming LCO duties.

9.1.2. Comply with the LCO checklist in accordance with Attachments 1-3 of this instruction.

9.1.3. Monitor the progress and status of all assigned aircraft.

9.1.4. Monitor status of Bird Condition, and update/notify crews of any change in field status due to degraded equipment

9.2. Monitor local weather flying conditions. Pay particular attention to any forecast severe weather conditions. Severe weather is defined as:

9.2.1. Winds above 34 knots.

9.2.2. Freezing rain or sleet.

9.2.3. Heavy rain (2" or more in 12 hours, or 6" or more in 24 hours).

9.2.4. Tornado watch or warning; or severe thunderstorms watch or warning.

9.2.5. Hail.

9.2.6. Any weather which may threaten the safety of resources or personnel.

NOTE: An aircraft recall may be accomplished by UHF radio or through Base Operations relay to controlling ATC function.

10. AIRCRAFT EMERGENCIES. While on duty, the LCO will monitor UHF frequency 381.3 at all times. The LCO will not normally contact an aircrew during an in-flight emergency (IFE), but will be available to provide assistance at the crew's request. The LCO will ensure the recovery of emergency, and other assigned airborne aircraft are managed safely and effectively. During periods when the Command Post is not operational, the LCO will notify key personnel of emergencies in accordance with the LCO checklists as the situation permits. The LCO will not make the notifications at the expense of more critical duties.

11. SECURITY. The LCO is responsible for the physical security of the 700 AS. After normal duty hours, and upon completion of duty, the LCO will ensure the building is secure. All doors will be locked, all lights turned off, and all computers will be secure. If an aircrew remains for debriefing purposes beyond 2330L, the LCO will appoint the senior ranking officer/NCO security responsibilities. The LCO will enter the name of the appointed individual in the LCO log as the last entry.

WILLIAM P. KANE, Brig Gen, USAFR

Commander

Attachment 1

LCO OPENING CHECKLIST

- A1.1. Open building/show at least 30 minutes prior to the first crew show time.
- A1.2. Sign in. This includes checking the LCO Read File and the crew FCIF.
- A1.3. Crosscheck tail numbers in the computer vs. what is posted on the board. Annotate any discrepancies in the LCO log, and contact the appropriate agencies (i.e. Mx and current ops). Call in changes to the 94 AW/CP at ext 9-5106.
- A1.4. Build LCO briefings for incoming crews. LCO brief is 5 minutes after crew show.
- A1.5. Call and confirm that WX has faxed over the Dash 1. If required, order weather for all crews at ext 9-5190/5191.
- A1.6. Print NOTAMs for each crew and place in applicable crew folders.
- A1.7. Ensure all AC's have completed and turned in a Risk Assessment (ORM) sheet prior to stepping to the aircraft. This is a mandatory requirement.
- A1.8. Keep an accurate log throughout the day.
- A1.9. Double-check all crew folders when they are returned. (i.e. 781's, MAR's, FTP pay status sheets). Correct any errors, or have the AC correct them.
- A1.10. Brief the evening LCO of any events that might affect his/her shift, or leave a note in the LCO log in no overlap is expected.
- A1.11. Throughout the day, update the daily flying schedule on the board, and keep the SQ/CC, SQ/DO, and SQ/ADO informed as warranted.

Attachment 2

LCO CLOSING CHECKLIST

- A2.1. Show 30 minutes prior to crew show.
- A2.2. Sign in. Receive a changeover brief from the outgoing LCO. If there is no overlap, review the LCO log for previous entries to include any significant notes having an affect on your tour. Read the LCO Read File and the crew FCIF.
- A2.3. Crosscheck tail numbers in the computer vs. what is posted on the board. Annotate any discrepancies in the LCO log, and contact the appropriate agencies (i.e. Mx and current ops). Call in changes to the 94 AW/CP at ext 9-5106.
- A2.4. Build LCO briefings for incoming crews. LCO brief is 5 minutes after crew show.
- A2.5. Call and confirm that WX has faxed over the Dash 1. If required, order weather for all crews at ext 9-5190/5191.
- A2.6. Print NOTAMs for each crew and place in applicable crew folders.
- A2.7. Ensure all AC's have completed and turned in a Risk Assessment (ORM) sheet prior to stepping to the aircraft. This is a mandatory requirement.
- A2.8. Keep an accurate log throughout the day.
- A2.9. Double-check all crew folders when they are returned. (i.e. 781's, MAR's, FTP pay status sheets). Correct any errors, or have the AC correct them.

A2.10. Record any events in the LCO log that might affect the next day Opening LCO shift.

A2.11. Throughout the day, update the daily flying schedule on the board, and keep the SQ/CC, SQ/DO, and SQ/ADO informed as warranted.

A2.12. When all missions folders have been returned and checked, fax both the left and right side copies of the LCO log to the 94 AW/CP at 9-5105 and to the 94 AW/DOOM shop at ext 9-3607. This information is used to keep the 94 AW/CC informed on the previous days events.

A2.13. In order to complete your tour, complete the "Closing the Squadron Guide".

Attachment 3

CLOSING THE SQUADRON GUIDE

A3.1. Accomplish the following prior to leaving the building.

A3.2. Ensure all mission folders are complete and turned in and that the LCO log entries have been faxed to the 94 AW/CP and 94 AW/DOOM.

A3.3. Clean and organize the LCO duty area prior to leaving.

A3.4. Complete the LCO log by entering the time that you secured the building and signed out.

A3.5. Secure the building by completing the following:

A3.5.1. Turn off the Radio, TV, WX computer, LCO computer, and coffee pot.

A3.5.2. Get keys from the crew bus and put them in the drawer.

A3.5.3. Turn off all lights in the building.

A3.5.4. Lock all exterior doors and check that they are secure.

A3.5.5. Close all interior doors and secure all computers.